

<b>Title:</b>  <b>DIVISION IN-PROCESS INSPECTIONS</b>	<b>Number:</b>  <b>D65-10-02</b>	<b>Revision No.:</b>  <b>OD</b>	<b>Effective Date:</b> <b>31 JAN 97</b>
	<b>Prepared By:</b> <b>Thomas J. Underwood</b>	<b>Approved By:</b> <b>Thomas S. Dodson</b>	<b>Page:</b> <b>1 OF 2</b>

31 January 1997

STANDARD OPERATING PROCEDURE D65-10-02

From D65

To: D65 Division

Subj: DIVISION IN-PROCESS INSPECTIONS

Ref: (a) SOP D65-10-01 Division Receiving Inspection  
 (b) SOP D65-10-03 Division Final Inspection  
 (c) SOP D65-13-01 Division Control of Nonconforming Product  
 (d) SOP D65-09-01 Division Process Control  
 (e) SOP D65-16-01 Division Quality Records

1. Purpose. To establish a system and provide instructions for performance of in-process inspections.

2. Scope and Application. This procedure applies to materials, components, and subassemblies under processing and in the course of preparing products of the Division. This procedure also assigns responsibilities for performing and recording in-process inspections.

3. Procedure. The purpose of in-process inspections is to verify that an operation or a process was performed satisfactorily and product can pass to the next processing stage. An in-process inspection also includes a general visual check of all previous operations. All in-process inspections are specified on the work order accompanying the product during its manufacturing phases. The inspections are usually performed by the process operators or technicians (self-inspection). However, for complex or critical operations, Quality Control (QC) inspectors may be called on to perform the inspections, which would be indicated on the work order.

a. Use of Measuring or Testing Equipment - If an inspection requires the use of measuring or testing equipment, the operators are provided with, and are instructed in the use of controlled and calibrated measuring equipment suitable for carrying out the inspection. For more complex inspections, the operators are also provided with written instructions explaining how to carry out the inspections and providing the acceptance criteria.

b. In-Process Inspection Records - Records of the in-process inspections are made by dating and initialing the work order next to the inspection "call out". The sign-off on the work order indicates that the results of the in-process inspection were satisfactory (i.e. the product or item inspected met sponsor/customer requirements, product specifications etc.).

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c. Nonconforming Product - If a nonconforming product is identified, the operator labels the product with a REJECTED sticker or tag and initiates a nonconformity report in accordance with Procedure SOP-13-01, Control of Nonconforming Product. The product is labeled REJECTED and is moved to a designated area. Copies of the nonconformity report are forwarded to Quality Assurance (QA). Operators are prohibited from proceeding to repair a nonconforming product without first reporting to QA.

THOMAS S. DODSON